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73-3172

22 JUN 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
22 June 1973

Significant Events

1. Government-Wide Personnel Meeting: [REDACTED] is attending the Interagency Advisory Group meeting today. The meeting features a discussion of executive development and a pay comparability study by the GAO.

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2. APP and PDP: We responded to many inquiries during the week on the preparation of APP and PDP by Agency components. We are keeping a log of incoming questions together with our replies in an effort to ensure consistency in our responses. Mr. Colby's decision to defer the due date for completion of APP to the end of August will enable the components to utilize current Fiscal Year data and to plan their projected activities on the basis of firmer ceilings and reorganizational plans.

3. Summer Intern Program: The Summer Intern Program appears to be off to a good start. The reaction of the six returnees from last summer's class was interesting. They commented on the increase in size of the class (from 15 to 25), the increase in the number of women (from 1 to 7), the earlier clearance procedures and entrance on duty of new interns, and the expanded briefing program.

4. Co-op Program and Cost-of-Living Problem: We lost one co-op student from the University of Missouri this week. He liked his job at NPIC and did well during his first work period but he wrote to us saying that he did not save money because of the high cost-of-living in the Washington area.

5. More on Upward Mobility: In January we launched our campaign to recruit candidates for this summer's upward mobility class. Our goal was to get at least 10 and as many as 15 candidates on duty. We put in process 31 applicants. We now have 16 scheduled for EOD on 5 July with the possibility of three more.

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6. Position Management:

a. A meeting was held with the Director of Communications to discuss the reorganization and command structure of OC.

b. A meeting was held with the Chief, DDI Administration and the Chief, DDI Planning Staff to discuss a review of all Intelligence Directorate administrative positions and procedures. The review is designed to improve the effectiveness of the administrative functions as well as to economize on the use of positions and personnel. Data was assembled and initiation of the survey discussed with [REDACTED] DDI Planning Staff, who will be assisting us in this project.

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c. Three position management officers attended a one-day seminar given by the Classification and Compensation Society on Government vs. Industry Classification Practices.

d. A one-week course on computer EDP techniques and systems is being given to most members of the Position Management and Compensation Division to familiarize them with the problems involved in computer applications. The course is on video tapes and audio cassettes and involves the use of reference materials and practice sessions. We anticipate that this training will enable them to provide even more effective service to our customers.

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7. Merger of Computer Activities: In early May [REDACTED] the Chief, Staff Personnel Division, was designated to serve as OP representative to Central Reference Service and the Office of Joint Computer Support on the subject of their merger of certain computer activities. Attached is a copy of a memorandum of agreement between CRS and OJCS concerning transfer of personnel. At this point it appears that there will be only one surplus computer operator [REDACTED] who is eligible for retirement).

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8. Rehired Annuitant: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

[REDACTED] -- SA/DD/M&S -- Contract Employee -- a one-year contract, with employee allowances and benefits -- senior officer in charge of the [REDACTED]

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9. Redskins Tickets -- Employee Activity Association: The winners have been selected and we are in the process of notifying these employees.

Coming Events

Significant Activities Anticipated in Week Ending 29 June 1973:  
Continue staff assistance to Agency officials on preparation of the PDP and APP.

/s/Harry B. Fisher  
Harry B. Fisher  
Director of Personnel

Att

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OD/Pers/ [REDACTED]:jmm (22 Jun 73)

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